

Appendix C ***RIM Guide Excerpts—HCV***

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Excerpts from Part VI

C. Administrative Plan Review – Section 8 HCV Only

**Rental Integrity Monitoring (RIM) Guide
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA: HUD Reviewer: Date:

C. Administrative Plan Review – Section 8 HCV only

Key Measures of Success

- PHA has clear Section 8 Housing Choice Voucher policies and procedures on verification and documentation which, if followed consistently, will lead to accurate, thorough and consistent determinations of income and rent.

Monitoring Actions & Questions

- 1. Obtain current working copy of Section 8 Administrative (Admin) Plan from PHA management.

PHA has adopted and is using Section 8 Admin Plan governing the occupancy management function of the public housing program?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2. Review Admin Plan to determine if policies address key aspects of **INCOME** determinations, and are compliant with current statutory, regulatory and program requirements.

- a. Admin Plan includes definitions of **Annual** Income, including discussion of earned income exclusions for disabled family members, coordination with TANF agencies, use of imputed welfare income, etc.?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. Admin Plan includes definitions of **Adjusted** Income and income deductions?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- 3. Review Admin Plan to determine if policies address key aspects of **RENT** determinations, and are compliant with current statutory, regulatory and program requirements.

- a. Admin Plan offers clear description of policies on computation of Family Share of Rent, Housing Assistance Payment (HAP) to owner, Family Rent to Owner, etc.?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- b. PHA has established a **Minimum Rent** amount or schedule? Minimum rent policies are consistent with current HUD requirements and guidance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Has the PHA adopted policies on exemption from minimum rent due to financial hardship?

- c. PHA has established a **Subsidy Standards** schedule?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- d. PHA has established a **Payment Standards** schedule (see section D. **Payment Standards** for detailed discussion)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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C. Administrative Plan Review – Section 8 HCV only (continued)

- 4. Review Admin Plan to determine if policies address key aspects of **VERIFICATION** of information related to income and rent determinations.

	Yes	No	Unclear
a. Admin Plan clearly outlines acceptable forms of verification and documentation for Annual Income , including sources of income included and excluded from Annual Income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Admin Plan clearly outlines acceptable forms of verification and documentation for Adjusted Income , including all deductions to Annual Income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Admin Plan clearly outlines acceptable forms of verification and documentation for Social Security Numbers for all family members age 6 and older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Admin Plan clearly outlines acceptable forms of verification and documentation for Citizenship and Eligible Immigration Status for all family members, necessary to establish family qualification for prorated assistance? Do PHA policies authorize PHA use of the INS Systematic Alien Verification for Entitlements (SAVE) system, both primary and secondary verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Admin Plan outlines written agreements with other agencies to facilitate computer-matching and up-front verification? Does PHA have clear policies and procedures on verification through computer-matching? How information is used? Following up on computer-matched information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Admin Plan includes policies and procedures on the use of up-front verification techniques? What up-front techniques are authorized by PHA policy:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tenant Assessment Sub-System (TASS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• State Wage Information Collection Agencies (SWICA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Credit Bureau Association Credit Reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Work Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal Revenue Service Letter 1722?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other? (Describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.1. Admin Plan verification policies are sound, thorough, complete, and designed to secure documentation of the highest level of reliability and accuracy? Admin Plan policies identify 3rd party, written verification , received directly from the information source via mail, fax, electronic means, computer-matching, or some other reliable means, as the highest level of acceptable verification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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C. Administrative Plan Review – Section 8 HCV only (continued)

g.2. Admin Plan policies clearly identify and limit circumstances where verification sources other than 3rd party, written verification might be acceptable?

- **3rd-party oral verification** when written verification impossible or not timely;
- **Document verification** involving PHA review of documents provided directly by the applicant or tenant, preferably original copies (not photocopies);
- **Family Declaration or Certification**, notarized statement or signed affidavit from the family attesting to accuracy of information, used very rarely and only when all other forms of verification are impossible.

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

h. Admin Plan policies and procedures on verification and documentation include safeguards to ensure that all documentation is maintained confidentially and not misused or improperly disseminated?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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i. Admin Plan policies and procedures address situations where verification sources refuse to respond?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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j. Admin Plan policies and procedures address situations where documentation is falsified?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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k. Admin Plan policies and procedures address situations where documentation reveals information withheld by the family?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Review Admin Plan to determine if policies address **REEXAMINATION** of information related to income and rent determinations.

a.1. Do policies provide for reexaminations of income conducted at least annually for all families?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a.2. Annual Reexamination effective dates correspond with:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Anniversary date of the HAP Contract?
- 12 months from the date of initial verification?
- Other:

b. Does Admin Plan address scheduling and conducting interim reexaminations? Are interim reexamination policies designed to assure that rents are kept current with family income changes? Has the PHA established a "range" within which income changes need not be reported, to avoid frequent interim re-determinations? Do the PHA's policies permit a rapid response to changes in family circumstances that would reduce the family's rent?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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C. Administrative Plan Review – Section 8 HCV only (continued)

- c. Has the PHA developed policies for detection of unreported changes in income or family circumstances? How does the PHA respond to these cases?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ___ 6. Interview Executive Director and other management staff. Identify internal controls implemented by management for periodic review of Admin Plan provisions and to ensure policies are kept current with changing requirements.
- Confirm that management staff receives regular training on Section 8 Admin Plan, including Section 8 HCV rent determination policies and procedures.
- ___ 7. Interview PHA staff involved in all aspects of Section 8 HCV income and rent determinations.
- Discuss Admin Plan strengths and weaknesses with Section 8 HCV occupancy staff, particularly provisions related to income, rent, verification and documentation, etc. Identify any Admin Plan revisions that staff believes could improve the policies.
 - Identify the Admin Plan which staff use day-to-day. Confirm that these working copies of the Admin Plan are current.
 - Confirm that staff receives regular training on Section 8 Admin Plan, including Section 8 HCV rent determination policies and procedures.
- ___ 8. Confirm that the Admin Plan is on display at the PHA and available for review by public, tenants, applicants, etc., as required by the PHA Plan.

Notes and Observations on Admin Plan

D. Payment Standards – Section 8 HCV only

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

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D. Payment Standards – Section 8 HCV only

Key Measures of Success

- PHA maintains current payment standards schedule for all unit sizes and types within its jurisdiction, compliant with HUD requirements. PHA periodically reviews payment standard schedule and updates as necessary.

Monitoring Actions & Questions

- 1. Obtain a copy of the PHA's payment standard schedule (see Section 4 of the PHA Plan). Also refer to a copy of the current Fair Market Rents (FMRs) schedule, published by HUD.

- | | Yes | No | Unclear |
|--|----------------------|----------------------|----------------------|
| a. The PHA has established a schedule of Payment Standard amounts for each unit <u>size</u> and <u>type</u> within each Fair Market Rent (FMR) area in the PHA's jurisdiction? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Payment Standard schedule is organized to readily identify the appropriate payment standard amount for any unit? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c. Schedule applies to <u>all</u> vouchers administered by the PHA, regardless of funding source? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 2. Review payment standard schedule for compliance with current HUD requirements and within the latitude permitted to PHAs.

- | | Yes | No | Unclear |
|--|----------------------|----------------------|----------------------|
| a. Payment standard amounts are established within a basic range of 90% to 110% of the <u>40th percentile</u> FMRs, based on the HUD-published FMR schedule? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Has the PHA established different payment standard amounts for different designated parts of the FMR area? If so, are these differing amounts still within the basic range of 90% to 110% of the 40 th percentile? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c.1. Does the HUD-published FMR schedule include FMRs established at the <u>50th percentile</u> (only for certain metropolitan areas that meet certain criteria)? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c.2. If the PHA has an FMR area within its jurisdiction where FMRs have been established at the 50 th percentile, are the payment standard amounts in the schedule established within a range of 90% to 110% of the <u>50th percentile</u> FMRs? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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D. Payment Standards – Section 8 HCV only (continued)

- d. **“Success Rate” Payment Standards:** If the PHA does not have an FMR area within its jurisdiction where the FMRs have been established at the 50th percentile, has the PHA obtained HUD approval to use 50th percentile FMRs if needed to ensure that more voucher holders will be successful in finding decent, affordable housing? Confirmed by HUD file records?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- e.1. **“Exception Area” Payment Standards:** Has the PHA obtained HUD approval to establish payment standards at amounts below 90% or above 110% of the 40th or 50th percentile FMRs (as appropriate) for designated parts of the FMR area? Confirmed by HUD file records?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(NOTE: Exception payment standards may be for all units in the “exception areas” or for all units of a given bedroom size in these areas)?

- e.2. For a given “exception area”, has the PHA obtained HUD approval of exception payment standard amounts that exceed 120% of the published FMR (approved by the Assistant Secretary for PIH)? Confirmed by HUD file records?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- ___ 3. Obtain and review PHA records of periodic review, analysis and adjustment of payment standard schedule.

- a.1. At least annually, does the PHA review the schedule of payment standards, analyze payment standards to determine whether adjustments are needed for some or all unit sizes and revise payment standard schedule as appropriate?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- a.2. When did the PHA perform this annual analysis:

- Prior to preparation of the housing choice voucher program budget?
- In conjunction with annual comparison of payment standards to new FMR amounts?
- At some other time?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- a.3. When reviewing and analyzing payment standards to determine whether adjustments are needed, does the PHA consider:

- Assisted families rent burdens, whether such rent burdens exceed 30% of income due to gross rent levels above PHA payment standards?
- Availability of suitable vacant units with rents below payment standard amounts, particularly in areas of low concentrations of poor and minority?
- Relative size and quality of units being selected by voucher-holders?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Payment Standards – Section 8 HCV only (continued)

	Yes	No	Unclear
• Average time required for voucher-holders to locate suitable units?	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Number of voucher-holders whose vouchers are expiring before they are able to find a suitable unit?	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Excessively high numbers of families using portability to move out of the PHA's jurisdiction?	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.1. Refer to the <u>current</u> schedule of FMRs published in the Federal Register and determine the effective date of the FMRs. When the new schedule of FMRs was published, did the PHA review its payment standards schedule <u>prior to</u> the effective date of the FMRs?	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.2. If FMRs <u>increased</u> , did the PHA ensure that payment standard amounts for each unit size remained within 90% of the new FMRs? If necessary, did the PHA raise payment standard amounts to a new amount within 90% of the new FMR?	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.3. If the FMRs <u>decreased</u> , did the PHA ensure that payment standard amounts for each unit size remained with 110% of the new FMRs? If necessary, did the PHA lower payment standard amounts to a new amount within 110% of the new FMR?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes and Observations on Payment Standards

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E. Accepting and Processing Applications

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E. Accepting and Processing Applications

Key Measures of Success

- PHA application materials and processes, including the use of application interviews, are clear, thorough and effective at identifying all family information relative to income and rent.
- PHA staff is trained in application policies and procedures, including interview techniques.
- PHA has adequate internal quality controls for the application process.

Monitoring Actions & Questions

- 1. Obtain copies of all materials used by the PHA during the application process, which could include:
 - Materials completed by applicant – pre-application, application, certifications, etc.
 - Materials provided to the applicant, guidance on requirements, etc.
 - Sample verification forms, verification letters, etc.
 - Worksheets used by PHA to compute income and rent
 - Interview scripts, interview formats and checklists, etc.
 - Other:

- 2. Review application and application materials to determine effectiveness at soliciting and identifying all relevant aspects of the family's eligibility, income and rent situation, including:

Yes	No	Unclear

 - a.1. All income sources including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?
 - a.2. Circumstances that would justify exclusion of income sources from consideration as Annual Income, including the family's qualification for earned income exclusion?
 - a.3. All factors contributing to income deductions for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?
 - a.4. **Public Housing Applicants only:** All PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?

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E. Accepting and Processing Applications (continued)

- a.5. Citizenship and/or eligible immigration status of all family members?
- a.6. Social Security Numbers for all family members age 6 and over?
- a.7. Family qualification under the PHA's definition of "family," including family composition?
- a.8. Other:
- b. Application materials are clear and easy to understand for applicants?
- c. Application materials are made available in different languages for non-English speaking applicants?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Chart the entire Application process, from the point a family shows up at PHA in need of housing, through placement on waiting list, verification of relevant information and, ultimately, selection for housing.
- Interview PHA staff responsible for accepting and processing applications. Have staff "walk" you through the process of accepting and processing applications. Outline the steps.
 - Determine if the PHA uses some form of computer software application or program to capture and record information on applicants and tenants. If so, have staff "walk" you through the process of entering information and data into the system. Examine data input screens carefully to ensure a thorough understanding of the PHA's system, as well as any reports generated by the system.

- a. Is the PHA process for accepting applications reasonable, fair and accessible to all interested applicants groups?
- b. Are all locations where applications are accepted (central location; area offices; temporary location; etc.) accessible to the elderly and disabled?
- c. Are the times for accepting applications ("regular" office hours; specially designated times, etc.) accommodating for applicants?
- d. Has the PHA made provisions for accepting applications from those with special needs (e.g., language translation, vision-impaired, hearing-impaired, etc.)?
- e. Are the times for accepting applications ("regular" office hours; specially designated times, etc.) accommodating for applicants?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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E. Accepting and Processing Applications (continued)

- | | Yes | No | Unclear |
|---|--------------------------|--------------------------|--------------------------|
| f. Where the PHA has other methods for accepting applications – mail-in, fax, email, website, telephone, home visits, etc. – are these methods accessible to all applicants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Is the PHA operating under a court order, voluntary compliance agreement, or other mandatory directive that restricts, limits or directs the PHA to accept applications in a certain manner? If so, have these directive(s) affected the ability of the PHA to process applications effectively and gather the necessary information for income and rent determinations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h.1. Does the PHA accept and process applications from all interested families and maintain a clear record of all applications received and processed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h.2. Are files maintained in a place that assures confidentiality and access only by authorized staff? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Does the PHA devote sufficient time and resources to the application process overall, in order to ensure that eligible families are identified, briefed and ready to be housed when assistance becomes available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Does the PHA have adequate internal quality controls on the application process (e.g., sample of applicant files reviewed by a person other than person who did them, supervisory review, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k. Have staff received adequate training on the PHA's application processes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Determine if there is an established protocol for applicant interviews. Sit in on an application interview at the PHA (if possible).

- Observe the type of questions asked.
- Review any interview script or checklist used by the PHA interviewer to assess the level of detail of information gathered at the application and interview stage.

- | | Yes | No | Unclear |
|---|--------------------------|--------------------------|--------------------------|
| a. Does the interview effectively support the application process, identifying and clarifying <u>all</u> relevant aspects of the family's eligibility, income and rent situation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the PHA interviewer follow an interview script or checklist to ensure that all relevant information is solicited? Is the script accurate and thorough? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does the PHA interviewer ask appropriate follow-up questions when the family offers relevant information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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E. Accepting and Processing Applications (continued)

- | | Yes | No | Unclear |
|---|----------------------|----------------------|----------------------|
| d. Does the interview solicit and identify all potential sources of income including earned income, benefit income, assets and asset income, regular contributions and gifts, etc? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e. Does the interview solicit and identify citizenship and/or eligible immigration status of all family members? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| f. Does the interview solicit and identify Social Security Numbers for all family members age 6 and over? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| g. Does the PHA devote sufficient time to the interview process? Does it appear that the PHA views the interview as an effective information-gathering process (or merely a formality)? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| h. Have staff received adequate training on applicant interviews, effective interview techniques, etc.? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

5. Refer to the results of the tenant file sample review, particularly tenant files for **recent admission** families, as the basis for responding to the following questions. You may also wish to pull targeted samples of current applicant files and rejected applicant files to assess the record of the application process for these families.

- | | Yes | No | Unclear |
|---|----------------------|----------------------|----------------------|
| a. Are applicant materials organized to provide an accurate and chronological history of events? Does the PHA maintain documentation of any changes in an applicant family's circumstances –family size and composition, eligibility of family members, income, citizenship/eligible immigration status, Social Security Numbers, etc.? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Do files consistently contain a privacy act notice and release and consent forms for verification of information? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c. Is the PHA consistently establishing and verifying citizenship and/or eligible immigration status for all family members? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d. Is the PHA consistently identifying and verifying Social Security Numbers for all family members age 6 and older? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e. Is the PHA consistently identifying and verifying all potential sources of income including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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E. Accepting and Processing Applications (continued)

	Yes	No	Unclear
f. Is the PHA consistently identifying and verifying all circumstances that would justify <u>exclusion</u> of income sources from consideration as Annual Income, including qualification for earned income exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the PHA consistently identifying and verifying all factors contributing to income <u>deductions</u> for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Public Housing Applicants/Tenants only: Is the PHA consistently identifying and verifying all PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Do files show evidence of a consistent and clear connection between the information gathered at the application stage and the documented information used to establish family eligibility, income and rent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes and Observations on Accepting and Processing Applications

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F. Income

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F. Income

Key Measures of Success

- PHA internal systems for determining Annual and Adjusted Income, including PHA computer software environment, worksheets and other aids, produces consistently accurate results.
- PHA staff are trained in current income determination requirements, as well as the PHA's own internal systems for income determination.
- PHA has adequate internal quality controls over the income determination process.

Monitoring Actions & Questions

- 1. Obtain copies of any materials used by the PHA during the process of verification and calculation of Annual and Adjusted Income and review for accuracy and compliance with federal requirements. Materials could include:
 - Standard verification letters and formats used for all income sources
 - Standard verification letters and formats used for all sources of deductions, medical expenses, child care expenses, disability status, etc.
 - Standard release and authorization statements used for all income and deduction sources
 - Worksheets, tables, guides or other aids used by the PHA in income and deduction calculation
 - Other:
- 2. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Annual Income**.

Yes No Unclear

- a.1.** Do files show evidence that the PHA is identifying and verifying all items to be included in Annual Income, including but not limited to the following major categories:

- Wages, salaries, earned income, business income, etc.?
- Net family assets and asset income?
- Welfare income (general assistance, TANF, etc.)?
- Social Security, SSI, pensions, etc.
- Other (child support, unemployment compensation, other non-wage, etc.)

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F. Income (continued)

	Yes	No	Unclear
a.2. Do files show evidence that the PHA is properly considering and verifying imputed welfare income in cases of welfare benefits reduction due to welfare fraud or welfare sanction?	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Do files show evidence that the PHA is accurately identifying and verifying all items to be <u>excluded</u> from consideration as Annual Income? Examples include wages of family members under age 18, Payments for student financial assistance, lump-sum additions to family assets, lump-sum payments of deferred benefits, Payments received for care of foster children or adults, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Do files show evidence that the PHA is accurately identifying and verifying all <u>Federally-mandated exclusions</u> from Annual Income, per the most recent notice of such exclusions published in the Federal Register (NOTE: Current Federal Register publication dated August 3, 1993. Updated by Federal Register publication of April 20, 2001)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.1. Section 8 HCV only: Based on the results of the tenant file sample review of reexamination families only, do files show evidence that the PHA is properly disregarding increases in earned income for persons with disabilities, in accordance with the <u>earned income exclusion</u> requirements	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.2. Public Housing only: Based on the results of the tenant file sample review of reexamination families paying an income-based rent only, do files show evidence that the PHA is properly disregarding increases in earned income for any family member, in accordance with the <u>earned income exclusion</u> requirements? • Where PHA provides for individual savings accounts as an alternative to disallowance of increases in earned income (at the family's option), have any families taken advantage of this option? For any such family, has the PHA established an individual savings account, accurately calculated the amount of the earned income exclusion, and deposited this amount in the account?	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.1. Do files show evidence that the PHA is accurately calculating Annual Income for the 12-month period following effective date of admission or reexamination?	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.2. Where the PHA determines Annual Income for a lesser period of time, do files show evidence that the PHA is properly <i>annualizing</i> income for the entire 12-month period following effective date of admission/reexamination?	<input type="text"/>	<input type="text"/>	<input type="text"/>

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F. Income (continued)

- f. Where a family reports "zero" (\$0) Annual Income, do files show evidence that the PHA takes steps to follow-up with common income sources (public assistance, unemployment compensation, etc.)? Does the PHA require periodic reporting by the family? Does the PHA require the family to prepare and submit a budget or expense statement?
- g. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in determining Annual Income?
- h. Do files show evidence of any patterns of errors in PHA Annual Income calculations? Are there patterns of errors by staff person, by area, etc?
- i. Do files show evidence that PHA staff clearly understand definitions and terms used in Annual Income? All staff use a consistent approach to calculating income?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Adjusted Income**.

- a.1. Do files show evidence that the PHA is accurately identifying the family's qualification for mandatory adjustments and deductions, verifying this status, and accurately calculating the deduction(s), including:
- \$480 per dependent, based on the number of dependents in the family, including full-time students or persons with disability?
 - \$400 per family for an elderly or disabled family, based on whether family head, spouse or sole member is an elderly person or disabled person?
 - The sum of unreimbursed medical expenses and reasonable attendant care and auxiliary apparatus expenses, to the extent the sum exceeds three percent of Annual Income:
 - Unreimbursed, "reasonable" child-care expenses for care of a child under 13 years of age, necessary to enable any member of the family to seek employment, to be employed or to further his/her education.

Yes	No	Unclear
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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F. Income (continued)

a.2. **Public Housing only:** Do files show evidence that the PHA is accurately identifying and verifying all PHA-adopted permissive adjustments and deductions, as established by PHA policy?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in determining Adjusted Income?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c. Do files show evidence of any patterns of errors in PHA Adjusted Income calculations? Are there patterns of errors by staff person, by area, etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d. Do files show evidence that PHA staff clearly understand definitions and terms used in Adjusted Income? All staff use a consistent approach to calculating income?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Verification and Documentation**.

a.1. Do files demonstrate consistent **3rd party, written verification**, received directly from the information source via mail, fax, electronic means, computer-matching, or some other reliable means, as the highest level of acceptable verification?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a.2. Where tenant files include verification sources other than 3rd party, written verification, does the verification follow the basic hierarchy for acceptability and reliability of verification sources, consistent with PHA policy:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- **3rd-party oral verification** when written verification impossible or not timely;
- **Document verification** involving PHA review of documents provided directly by the applicant or tenant, preferably original copies (not photocopies);
- **Family Declaration or Certification**, notarized statement or signed affidavit from the family attesting to accuracy of information, used very rarely and only when all other forms of verification are impossible.

a.3. Where tenant files include verification sources other than 3rd party, written verification, does file offer explanation or evidence of reason why 3rd party, written verification was not used?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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b. Do files show evidence that the PHA uses standard procedures, form letters, etc., to contact income verification sources, as outlined in PHA policy?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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F. Income (continued)

- | | Yes | No | Unclear |
|--|----------------------|----------------------|----------------------|
| c. Do files show evidence that the PHA uses adequate procedures to handle delays in obtaining verifications needed to determine Annual and Adjusted Income, or situations where income verification sources are not responsive, consistent with PHA policy? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d. Do files show evidence that the PHA uses a process for addressing documentation that is falsified or documentation that reveals information withheld by the family, consistent with PHA policy? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e. In general, is there clear consistency between Annual and Adjusted Income calculations and the source verification for Annual and Adjusted Income? Are there circumstances where the PHA is consistently misinterpreting income documentation, resulting in incorrect calculations of Annual and Adjusted Income? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

 5. Chart the entire process of Annual and Adjusted Income verification and calculation.

- Interview PHA staff responsible for verification and calculation of income and income deductions. Have staff “walk” you through the process of verification and calculation. Outline the steps.
- Determine if the PHA uses some form of computer software application or program to record and calculate Annual and Adjusted Income. If so, have staff “walk” you through the process of entering income information and data into the system.
- Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.
- Ensure that you understand how Annual and Adjusted Income calculations are made in the system, based on data input by PHA staff.

- | | Yes | No | Unclear |
|---|----------------------|----------------------|----------------------|
| a. Does the PHA have adequate internal quality controls on the accuracy of Annual and Adjusted Income calculations, including verification of income and deduction information (e.g., sample of verifications and calculations reviewed by a person other than the person who did them; supervisory review of a sample of income verifications and calculations)? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Does the PHA begin the verification and calculation process far enough in advance to ensure that an applicant family was qualified for assistance at the time the PHA was ready to offer housing assistance to the family? To ensure that tenant reexaminations were completed on time? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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F. Income (continued)

	Yes	No	Unclear
c. Based on analysis of the PHA's system, does it appear that consistently following the process would lead PHA staff to accurately verify and calculate income? Are there fundamental flaws in the process that might lead to errors, inaccurate calculations, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Does the PHA have good, cooperative relationships with verification sources (e.g., local welfare agencies, Social Security Administration, major employers, local landlords, etc.)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. PHA process includes use of computer-matching when verifying relevant income and rent information, consistent with PHA policy? Has the PHA developed written agreements with other agencies to facilitate computer-matching?	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Have staff received training on current requirements for determining Annual and Adjusted Income?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes and Observations on Income

H. Rent and Housing Assistance Payments (HAP) – Section 8 HCV only

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

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H. Rent and Housing Assistance Payments (HAP) – Section 8 HCV only

Key Measures of Success

- PHA internal systems for calculating Section 8 HCV rent and HAP, including PHA computer software environment, worksheets and other aids, produces consistently accurate results.
- PHA staff is trained in current Section 8 HCV rent and HAP requirements, as well as the PHA's own internal systems for calculating rent and HAP.
- PHA has adequate internal quality controls over the Section 8 HCV rent and HAP calculation process.

Monitoring Actions & Questions

- 1. Obtain copies of any materials used by the PHA during the process of calculation of Family Share of Rent and Housing Assistance Payments (HAP), and review for accuracy and compliance with federal requirements. Materials could include worksheets, tables, guides or other aids used by the PHA in rent and HAP calculation.
- 2. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **Gross Rents** and **Payment Standards**.

- a. Do files show evidence that the PHA correctly calculates the **gross rent** for the actual unit assisted under the program? Does the PHA correctly identify the full **rent-to-owner** (rent the owner is charging for the unit) and the appropriate **utility allowance** for utilities to be provided by the family, based on the size and characteristics of the actual unit (not the unit size listed on the family's housing voucher)? Where appropriate, does the PHA provide a higher utility allowance for the family, as a means for reasonable accommodation?
- b. **Recent Admissions, Movers and Portability-in families:** Did the PHA use the appropriate **payment standard** for the family, based on the lower of the payment standard for the unit size listed on the family's housing voucher, or the payment standard for the size of the unit actually leased by the family (if smaller than the unit size listed on the family's housing voucher)?
- c.1. **Reexamination families:** Did the PHA use the appropriate **payment standard** for the family, based on the lower of the payment standard for the unit size the family qualified for, based on the PHA's subsidy standards, or the payment standard for the size of the unit actually leased by the family (if smaller than the unit size the family qualified for under the subsidy standards)?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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H. Rent and HAP – Section 8 HCV only (continued)

c.2. *Reexamination families:* When the Payment Standard increased since the prior reexamination, did the PHA apply the higher standard at the *first* regular, annual reexamination (not interim reexaminations)?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

c.3. *Reexamination families:* When the Payment Standard decreased since the prior reexamination, did the lower standard remain in effect until the family moved to another unit, or had a change in family size/composition, or until the *second* regular, annual reexamination after the standards were lowered?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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c.4. *Reexamination families:* When the family moved to a new unit, did the PHA use the appropriate payment standard effective at that time? When family size and composition changed, did the PHA apply the new payment standard appropriate to the new family size at the *next* regular, annual reexamination following the change?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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d.1. If Section 8 HCV unit is located in an **exception area**, did PHA use appropriate payment standard for the area?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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d.2. Where the PHA has obtained HUD approval of exception payment standard amounts that exceed 120% of the published FMR (approved by the Assistant Secretary for PIH), did PHA use appropriate payment standard?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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e. If the PHA has received approval to use “**success rate**” **payment standards**, did PHA use appropriate payment standard?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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f. Were there any circumstances where the PHA used a higher payment standard than the established payment standard for a family due to “reasonable accommodation”? If so, was this higher standard still within the basic range of 90% to 110% of FMR? Did the PHA appropriately document the circumstances for using a higher standard for this purpose?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- 3. Refer to the results of the tenant file sample review as the basis for responding to the following questions on **TTP**, **HAP** and **Family Share of Rent**.

a.1. Do files show evidence that the PHA correctly computes **TTP** based on the higher of: 30% of Adjusted Income; 10% of Annual Income; Welfare Rent; Minimum Rent?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

a.2. Where a family was paying a **Minimum Rent** and requested a financial hardship exemption, did the PHA correctly suspend the minimum rent and adjust the HAP payment effective on the first of the month following the change in the family's circumstances? Did the PHA request documentation of the hardship situation?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

H. Rent and HAP – Section 8 HCV only (continued)

	Yes	No	Unclear
b.1. Where the unit's Gross Rent is <u>equal to or less than</u> the appropriate Payment Standard for that unit, does the PHA correctly compute HAP based on the Gross Rent minus the TTP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.2. Where the unit's Gross Rent is <u>more than</u> the appropriate Payment Standard for that unit, does the PHA correctly compute HAP based on the appropriate Payment Standard minus the TTP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.3. <i>Reexamination families:</i> When the reexamination resulted in HAP of zero dollars (\$0), did HAP contract remain in effect for 6 months after the reexamination effective date? Where more than 6 months elapsed since the reexamination effective date, and family circumstances did not change, was HAP contract terminated for the family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.1. <i>Recent Admission families:</i> Where the unit's Gross Rent was <u>equal to or less than</u> the appropriate Payment Standard for that unit, did the PHA correctly compute the Family Share of rent as equal to TTP? (NOTE: Also applies to <i>Portability-in</i> families who were <u>not</u> already receiving assistance in the Initial PHA's jurisdiction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.2. <i>Recent Admission families:</i> Where the unit's Gross Rent was <u>more than</u> the appropriate Payment Standard for that unit, did the PHA correctly compute the Family Share of rent as equal to TTP <u>plus</u> the amount by which Gross Rent exceeds Payment Standard, <u>but not greater than</u> the family's maximum initial rent burden (40% of Monthly Adjusted Income)? Does the PHA disapprove units where Family Share of rent would exceed maximum initial rent burden at initial lease-up? (NOTE: Also applies to <i>Portability-in</i> families who were <u>not</u> already receiving assistance in the Initial PHA's jurisdiction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.1. <i>Reexamination families:</i> Where the unit's Gross Rent is <u>equal to or less than</u> the appropriate Payment Standard for that unit, did the PHA correctly compute the Family Share of rent as equal to TTP? (NOTE: Also applies to <i>Mover</i> families and <i>Portability-in</i> families who <u>were</u> already receiving assistance in the Initial PHA's jurisdiction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.2. <i>Reexamination families:</i> Where the unit's Gross Rent is <u>more than</u> the appropriate Payment Standard for that unit, did the PHA correctly compute the Family Share of rent as equal to TTP <u>plus</u> the amount by which Gross Rent exceeds Payment Standard? (NOTE: Also applies to <i>Mover</i> families and <i>Portability-in</i> families who <u>were</u> already receiving assistance in the Initial PHA's jurisdiction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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H. Rent and HAP – Section 8 HCV only (continued)

- e. Where the family is a “mixed” family (includes both members who are citizens or have eligible immigration status, and members who do not have eligible immigration status), does the PHA correctly **prorate** the amount of HAP assistance, based on the percentage of household members who are citizens or have eligible immigration status? Is “prorated HAP” subtracted from Gross Rent to determine prorated Family Share of rent?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

- f. Where the HAP exceeds the rent-to-owner, does the PHA correctly compute a **utility reimbursement** as the amount by which the HAP exceeds the rent-to-owner? Does the PHA pay the full rent-to-owner as the HAP payment? Does the PHA issue the utility reimbursement directly to family or utility providers?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- g. Do files show evidence that the PHA-developed worksheets, guides, computer software systems, and other aids are accurate and effective in calculating TTP, HAP and Family Share of Rent?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- h. Do files show evidence of any patterns of errors in PHA rent and HAP calculations? Are there patterns of errors by staff person, by area, etc?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- i. Do files show evidence that PHA staff clearly understand definitions and terms used in rent and HAP calculations? All staff use a consistent approach to calculating rent and HAP?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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___ 3. Chart the entire process of rent and HAP calculation in the Section 8 HCV program.

- Interview PHA staff responsible for rent and HAP calculation. Have staff “walk” you through the process of rent calculation. Outline the steps.
- Determine if the PHA uses some form of computer software application or program to record and calculate rent and HAP in the Section 8 HCV program. If so, have staff “walk” you through the process of entering income information and data into the system.
- Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.
- Ensure that you understand how rent and HAP calculations are made in the system, based on data input by PHA staff.

- a. Does the PHA have adequate internal quality controls on the accuracy of rent and HAP calculations (e.g., sample of calculations reviewed by a person other than the person who did them; supervisory review of a sample of rent and HAP calculations)?

Yes	No	Unclear
<input type="text"/>	<input type="text"/>	<input type="text"/>

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H. Rent and HAP – Section 8 HCV only (continued)

- b. Based on analysis of the PHA's system, does it appear that consistently following the process would lead PHA staff to accurately determine rent and HAP? Are there fundamental flaws in the process that might lead to errors, inaccurate calculations, etc.
- c. Have staff received adequate training on current requirements for calculating Section 8 HCV rent and HAP?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Notes and Observations on Section 8 HCV Rent and HAP

Rental Integrity Monitoring (RIM) Guide
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

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I. Reexaminations

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

I. Reexaminations

Key Measures of Success

- PHA reexamination materials and processes, including the use of reexamination interviews, are clear, thorough and effective at identifying all family information relative to income and rent.
- PHA staff is trained in reexamination policies and procedures, including interview techniques.
- PHA has adequate internal quality controls over the reexamination process.

Monitoring Actions & Questions

- 1. Obtain copies of all materials used by the PHA during the reexamination process, which could include:
 - Materials completed by tenant family – continued occupancy, release statements, certifications, etc.
 - Materials provided to the tenant family, guidance on requirements, etc.
 - Sample verification forms, verification letters, etc.
 - Worksheets, tables, guides, other aids used by PHA to compute income and rent
 - Interview scripts, interview formats and checklists, etc.
 - Other:
- 2. Review reexamination materials to determine effectiveness at soliciting and identifying all relevant aspects of the family's income and rent situation, including:

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 - a.1. All income sources including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?
 - a.2. Circumstances that would justify exclusion of income sources from consideration as Annual Income, including the family's qualification for earned income exclusion?
 - a.3. All factors contributing to income deductions for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?
 - a.4. **Public Housing Applicants only:** All PHA-adopted permissive adjustments and deductions when computing Adjusted Income, as established by PHA policy?

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

I. Reexaminations (continued)

a.5. Citizenship and/or eligible immigration status of all family members, including new members joining the household since the last reexamination?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a.6. Social Security Numbers for all family members age 6 and over, including new members joining the household and current members who have reached the age of 6 since the last reexamination?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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a.7. Changes to family composition, members added, members leaving, addition of non-family residents (live-in aids, foster children, etc.), since last reexamination?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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a.8. Other:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Reexamination materials are clear and easy to understand for tenants?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c. Reexamination materials are made available in different languages for non-English speaking families?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Chart the entire Reexamination process, from PHA notices of upcoming reexaminations, through the reexamination interview, verification of relevant information and effective date of new rent amounts.

- Interview PHA staff responsible for processing reexaminations. Have staff “walk” you through the reexamination process. Outline the steps.
- Determine if the PHA uses some form of computer software application or program to capture and record information on tenants. If so, have staff “walk” you through the process of entering information and data into the system. Examine data input screens carefully to ensure a thorough understanding of the PHA’s system, as well as any reports generated by the system.

a. Does the PHA track the scheduling of reexaminations to ensure that reexams take place at the appropriate times? Key pieces tracking information include:

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Lease and HAP contract effective date (Section 8 HCV only)?
- Reexamination effective date?
- Key reexamination scheduling notices – 1st notice, 2nd notice, etc.?
- Notice of effective date of rent adjustment?
- Date that next reexamination will commence?
- Other:

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I. Reexaminations (continued)

	Yes	No	Unclear
b. Is the PHA reexamination process reasonable, fair and accessible to all tenant families?	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Are all locations where reexaminations are processed (central location; area offices; temporary location; etc.) accessible to the elderly and disabled?	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Has the PHA made provisions to accommodate those tenants with special needs (e.g., language translation, vision-impaired, hearing-impaired, etc.) during the reexamination process?	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Does the PHA use essentially the same processes and procedures for verification and documentation of relevant income and rent information at reexamination as those used for new admissions?	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Does the PHA have a process to handle tenants who refuse to cooperate in reexaminations?	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Does the PHA have adequate internal controls on the accuracy and integrity of the reexamination process (e.g., sample of reexamination results reviewed by a person other than the person who did them; supervisory review of a sample of reexaminations)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Does it appear that PHA staff clearly understands the reexamination process and are all using a consistent approach to conducting reexaminations? Have staff received training on the reexamination process?	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Does the PHA devote sufficient time and resources to the reexamination process overall?	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. Does the PHA maintain a clear record of all reexaminations in process the various stages of processing?	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. Are files maintained in a place that assures confidentiality and access only by authorized staff?	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 4. Determine if there is an established protocol for reexamination interviews. Sit in on a reexamination interview at the PHA (if possible).
- Observe the type of questions asked.
 - Review any interview script or checklist used by the PHA interviewer to assess the level of detail of information gathered at the interview stage.

Rental Integrity Monitoring (RIM) Guide

Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

I. Reexaminations (continued)

- | | Yes | No | Unclear |
|---|----------------------|----------------------|----------------------|
| a. Does the reexamination interview effectively support the reexamination process, identifying and clarifying <u>all</u> relevant aspects of the family's eligibility, income and rent situation? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Does the PHA interviewer follow an interview script or checklist to ensure that all relevant information is solicited? Is the script accurate and thorough? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c. Does the PHA interviewer ask appropriate follow-up questions when the family offers relevant information? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| d. Does the interview solicit and identify all potential sources of income including earned income, benefit income, assets and asset income, regular contributions and gifts, etc? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| e. Does the interview solicit and identify citizenship and/or eligible immigration status of all family members, including any new members added to the family since admission or since the last reexamination? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| f. Does the interview solicit and identify Social Security Numbers for all family members age 6 and over, including new members added to the family and current members who have reached the age of 6 since the last reexamination? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| g. Does the PHA devote sufficient time to the interview process? Does it appear that the PHA views the interview as an effective information-gathering process (or merely a formality)? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| h. Have staff received training on tenant interviews, effective interview techniques? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

5. Refer to the results of all **reexamination families** from the tenant file sample review as the basis for responding to the following questions.

- | | Yes | No | Unclear |
|--|----------------------|----------------------|----------------------|
| a. Are reexamination materials organized to provide an accurate and chronological history of events? Does the PHA maintain documentation of any changes in family's circumstances –family size and composition, eligibility of family members, income, citizenship/eligible immigration status, Social Security Numbers, etc.? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b. Public Housing only: Does the PHA conduct reexaminations of family composition at least annually for all families, reexaminations of income at least annually for families paying an income-based rent, and reexaminations of income at least once every three years for families paying a flat rent? | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

I. Reexaminations (continued)

	Yes	No	Unclear
c. Section 8 HCV only: Does the PHA conduct reexaminations of family composition and income at least annually for all families?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Section 8 HCV only: Does the PHA appropriately handle the results of the annual reexamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Are <u>decreases</u> in Family Share generally effective the 1st day of the month following the change? • Are <u>increases</u> in Family Share generally effective the 1st day of the month following reasonable advance notice to the family (generally, 30 days)? • Does the PHA provide family and owner with notice of the amount and effective dates of the new HAP, new Family Share of rent, and new rent-to-owner? • If TTP has increased, does the PHA provide family with opportunity for an informal hearing? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Section 8 HCV only: Does the PHA appropriately apply any changes resulting from revised Payment Standards? Where the Payment Standard <u>increased</u> , did the PHA apply the higher standard at the first regular, annual reexamination (not interim reexaminations)? Where the Payment Standard <u>decreased</u> , did the lower standard remain in effect until the family moved to another unit, or had a change in family size/composition, or until the second regular, annual reexamination after the standards were lowered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Do tenant files show evidence of scheduling of reexams, advance notification to tenants in sufficient time to complete reexams prior to effective date, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Do tenant files show evidence that the PHA is consistently identifying and verifying all potential sources of income including wages and earned income, assets and asset income, welfare benefit income, Social Security and other forms of benefit income, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Do tenant files show evidence that the PHA is consistently identifying and verifying all circumstances that would justify <u>exclusion</u> of income sources from consideration as Annual Income, including qualification for earned income exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Do tenant files show evidence that the PHA is consistently identifying and verifying all factors contributing to income <u>deductions</u> for purposes of determining Adjusted Income, including medical expenses, child care expenses, disability assistance expenses, number of dependents, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Public Housing only: Is the PHA consistently identifying and verifying all PHA-adopted <u>permissive</u> adjustments and deductions when computing Adjusted Income, as established by PHA policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

I. Reexaminations (continued)

	Yes	No	Unclear
k. Do tenant files show evidence that the PHA is consistently identifying and verifying citizenship and/or eligible immigration status of all family members, including any new members added to the family since admission or since the last reexamination?	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. Do tenant files show evidence that the PHA is consistently identifying and verifying Social Security Numbers of all family members age 6 and older, including any new members added to the family, or existing family members reaching the age of 6, since admission or since the last reexamination?	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. Do files consistently contain a privacy act notice and release and consent forms for verification of information?	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. Do tenant files show evidence of a consistently clear connection between the information gathered at reexamination and the documented information used to establish family income and rent?	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. Do tenant files show evidence that families are reporting changes in family income and composition, between regularly scheduled reexaminations, as required by PHA policy and within the timeframes established by PHA policy?	<input type="text"/>	<input type="text"/>	<input type="text"/>
p. Do tenant files show evidence that PHA is conducting interim reexaminations in accordance with PHA policy, and that any changes in Tenant Rent, Family Share of Rent and HAP resulting from interim reexams are effective on dates established by PHA policy?	<input type="text"/>	<input type="text"/>	<input type="text"/>
q. Do tenant files show evidence that the PHA is processing interim reexaminations for <u>reduction</u> in rent, as required, when family reports reduction in income, and that no family has been required to pay <u>more</u> than the appropriate rent for an extended period of time because the PHA has failed to, or refused to, process an interim reexamination?	<input type="text"/>	<input type="text"/>	<input type="text"/>
r. Do tenant files show evidence that the PHA is applying its reexamination policies uniformly to all families?	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Rental Integrity Monitoring (RIM) Guide
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs**

PHA: HUD Reviewer: Date:

I. Reexaminations (continued)

Notes and Observations on Reexaminations

Rental Integrity Monitoring (RIM) Guide
Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

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J. HUD-50058 and Multifamily Tenant Characteristics System (MTCS)

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

J. HUD-50058 and Multifamily Tenant Characteristics System (MTCS)

Key Measures of Success

- PHA reporting rate for submission of HUD-50058 data into PIC/MTCS, for both the public housing and Section 8 HCV programs, is at or above the minimum reporting targets.
- PHA monitors HUD-50058 data transmission for data accuracy and integrity.

Monitoring Actions & Questions

- 1. Determine and review the PHA's reporting rate for HUD-50058 submissions into PIC/MTCS.

		Yes	No	Unclear
a.1. Public Housing: PHA reporting rate: <input style="width: 50px;" type="text"/> %				
a.2. Public Housing: Reporting rate at or above the minimum reporting targets?				
b.1. Section 8 HCV: PHA reporting rate: <input style="width: 50px;" type="text"/> %				
b.2. Section 8 HCV: Reporting rate at or above the minimum reporting targets?				
c. Where the PHA has not met minimum reporting targets, has the PHA submitted forbearance requests that adequately explain reasons for failure to meet minimum reporting targets, and steps taken to improve their reporting rate?				
d. Has the PHA, in fact, made improvements in their reporting rate? Where the PHA has not shown improvement, or has not submitted a forbearance request, have appropriate sanctions been taken?				

- 2. Chart the process of PHA transmission of HUD-50058 data into PIC/MTCS.

- Interview responsible PHA staff and discuss the transmission process. Have staff "walk" you through the process of entering information into the system and transmitting data. Examine data input screens carefully to ensure a thorough understanding of the PHA's system, as well as any reports generated by the system.

	Yes	No	Unclear
a. Is there a clear link between: <ul style="list-style-type: none"> • data gathered during the application / admission / reexamination processes, • data entered into the PHA's data system, and • data recorded on HUD-50058 and transmitted to PIC/MTCS? 			

Rental Integrity Monitoring (RIM) Guide Public Housing (PH) and the Housing Choice Voucher (HCV) Programs

PHA: HUD Reviewer: Date:

J. HUD-50058 and MTCS (continued)

- b. Does the PHA have an internal quality control process for HUD-50058 data accuracy and integrity? Does the PHA use PIC/MTCS reports to conduct quality control checks, comparing specific discrepancies on the reports with the file records for the specific tenants?
- c. Have staff received adequate training on current HUD-50058 reporting requirements, data transmission, data integrity, etc.?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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___ 3 Refer to the results of the tenant file sample review as the basis for responding to the following questions.

- a. Do tenant files show evidence that the information reported on HUD-50058 for each family is consistent with the source documentation found in the tenant file? If not, is there a pattern of errors?
- b. Where the file sample review uncovered inconsistencies between data in tenant files and data found in PIC/MTCS, does the PHA's data gathering and transmission processes contribute to these inconsistencies? Is there anything inherent in the process that impacts the reliability and accuracy of the data?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Notes and Observations on HUD-50058 and MTCS

Appendix A/C (Custom Combination)

Appendix A/C—Section 8 Only

Tenant File Review Checklist
Rental Integrity Monitoring
Public Housing

PHA Name:		
PHA No.:		
HUD Reviewer:		
Date of Review:		

A. Family Composition

	Last Name	First Name	Relation	Date of Birth	Sex	SSN	9886? √	Dis? √	Citizenship? √
1.a.			Head						
b.									
c.									
d.									
e.									
f.									
g.									
h.									
i.									

	Yes	No	Unclear
j. SSNs disclosed, or certification if no SSN assigned? Verified & documented?			
k. Evidence of citizenship / eligible immigration status for all members? Verified & documented?			

Recent Admission Family only:

2.a. **Date of Admission:** _____

	Yes	No	Unclear
b. Application materials complete and capture all information for eligibility, income and rent?			
d. Family composition and characteristics identified? Verified & documented?			

Reexamination Family only:

3.a. **Current Reexam Effective Date:** _____ **Prior Reexam/Admission Effective Date:** _____

b. **Reexam Type:** ☐ Annual Income & Composition ☐ Interim / Special / Other

	Yes	No	Unclear
c. All Sec. 8 HCV only: PHA conducts <u>annual</u> reexam of income & composition?			
g. Reexamination materials complete and capture all information for eligibility, income and rent?			
h. Family composition & characteristics identified, including new members? Verified & documented?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

B. Assets Worksheet**Assets Table:**

	Family Member	Type of Asset	Date of Verification	Net Cash Value of Asset	Anticipated Actual Asset Income	
1.a.				\$	\$	
b.				\$	\$	
c.				\$	\$	
d.				\$	\$	
e.				\$	\$	
f.				\$	\$	
g.				\$	\$	
h.				\$	\$	
2.	Totals:			\$	\$	
3.	Current Passbook Rate:			%		
4.	Imputed Asset Income (Total Net Cash Value > \$5000):			\$		
5.	Final Asset Income (larger of Total Anticipated Actual Asset Income or Imputed Asset Income):					\$

1.	Final Asset Income (ref. HUD-50058, line 6j.):	PHA: * \$	HUD: * \$	
2.	PHA identifying assets for all family members? Verified & documented?	Yes	No	Unclear
3.	PHA accurately calculating net cash value of assets?			
4.	PHA accurately calculating anticipated actual income from assets?			
5.	Assets > \$5000: PHA accurately calculating imputed asset income, using correct passbook rate?			
6.	PHA accurately calculating final asset income, using larger of anticipated actual vs. imputed?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Annual Income Table:

	Family Member	Type of Income	Date of Verification	Income Rate	Annualized Income	Income Excluded	Income After Exclusions
1.a.				\$	\$	(\$)	\$
b.				\$	\$	(\$)	\$
c.				\$	\$	(\$)	\$
d.				\$	\$	(\$)	\$
e.				\$	\$	(\$)	\$
f.				\$	\$	(\$)	\$
g.				\$	\$	(\$)	\$
h.				\$	\$	(\$)	\$
i.				\$	\$	(\$)	\$
j.				\$	\$	(\$)	\$
k.				\$	\$	(\$)	\$
2.	Total:						\$
3.	Final Asset Income (from Asset Table):						\$
4.	TOTAL ANNUAL INCOME:						\$

7.	TOTAL ANNUAL INCOME (ref. HUD-50058, line 7i.):	PHA: * \$	HUD: * \$	
8.	Wages and earned income accurately calculated, verified & documented?	Yes	No	Unclear
9.	Earned income exclusion/disallowance accurately calculated?			
10.	PH: Where PHA uses Individual Savings Account (ISA), PHA deposits appropriate amount?			
11.	Welfare benefit income accurately calculated, verified & documented?	Yes	No	Unclear
12.	Where family member subject to "Specified Welfare Benefit Reduction", PHA uses <u>imputed</u> welfare income?			
13.	Family requested review of <u>imputed</u> welfare income calculation? If denied, PHA provided written notice?			
14.	SS/SSI/pension income accurately calculated, verified & documented?	Yes	No	Unclear
15.	"Other" income accurately calculated, verified & documented?	Yes	No	Unclear
16.	Total Annual Income accurately calculated, verified & documented?	Yes	No	Unclear

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

D. Adjusted Income**Dependent Deduction:**

1.a.	Total number of dependents in Family:	
b.	Dependent Deduction (Total number of dependents X \$480):	\$

		Yes	No	Unclear
1.a	Dependent Deduction (ref. HUD-50058, line 8r. and 8s.):	PHA: * \$	HUD: * \$	
b.	Dependent Deduction accurately calculated; verified & documented by PHA?			

Elderly / Disabled Family Deduction:

		Yes	No	Unclear
2.a.	Family qualifies as "Elderly" or "Disabled" family?			
b.	If "Yes", enter \$400 Elderly / Disabled Family Deduction . If "No", enter \$0:	\$		
2.a.	Elderly / Disabled Family Deduction (ref. HUD-50058, line 8p.):	PHA: * \$	HUD: * \$	
b.	Elderly/Disabled Family Deduction accurately calculated; verified & documented by PHA?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Appendix C: RIM Guide Excerpts

Medical Expenses

	Family Member	Medical Expense Description	Date of Verification	Annual Expense Amount	
3.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
f.				\$	
4.	Total Annual Medical Expense:				\$

Disability Assistance Expenses

	Family Member	Disability Assistance Expense Description	Date of Verification	Annual Expense Amount	
5.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
6.	Total Annual Disability Assistance Expenses:				\$

Medical / Disability Assistance Expenses Deduction:

		Yes	No	Unclear
7.	Three (3) percent of Annual Income (Annual Income Table Line 4. x 0.03):	\$		
8.a.	Family includes both "disabled" family member(s) and employed family member(s)?			
b.	Family incurs disability assistance expenses to enable family member(s) to be employed?			
c.	Amount of disability assistance expenses that are unreimbursed & reasonable:	\$		
9.	Line 8.c. minus Line 7.:	\$		
	<ul style="list-style-type: none"> If result is a negative number <u>and</u> Line 2.a. is "Yes", copy amount from Line 8.c. If result is a negative number <u>and</u> Line 2.a. is "No", enter \$0 			
10.	Amount of employment income made possible by disability assistance expenses:	\$		
11.	The <u>lower</u> amount of Line 9. or Line 10.:	\$		
	<ul style="list-style-type: none"> If Line 8.c. is less than Line 7. <u>and</u> Line 2.a. is "Yes", copy amount from Line 9. 			
12.	If Line 2.a. is "Yes", amount of <u>unreimbursed</u> medical expenses for entire family:	\$		
13.	Sum of Line 11. and Line 12.:	\$		
14.	Medical / Disability Assistance Expenses Deduction:	\$		
	<ul style="list-style-type: none"> If Line 8.c. = \$0, subtract Line 7. from Line 13. If negative result, enter \$0 If Line 8.c. is less than Line 7., subtract Line 7. from Line 13. If negative result, enter \$0 If Line 8.c. is greater than or equal to Line 7., enter amount from Line 13. 			

3.a.	Medical/Disability Assistance Expenses Deduction:	PHA: * \$	HUD: * \$
	(ref. HUD-50058, line 8n.)		
b.	Medical/Disability Assistance Exp. Deduction accurately calculated; verified & documented by PHA?		

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Appendix C: RIM Guide Excerpts

Child Care Expenses

	Family Member	Child Care Expense Description	Date of Verification	Annual Expense Amount	
15.a.				\$	
b.				\$	
c.				\$	
d.				\$	
e.				\$	
16.	Total Annual Child Care Expenses:				\$

Child Care Expenses Deduction:		Yes	No	Unclear
17.a.	Family includes member(s) under age 13?			
b.	Amount of unreimbursed, reasonable child care costs incurred by family:	\$		
18.a.	Family has any member(s) employed?			
b.	Child care costs enable member(s) to be employed?			
c.	Amount of employment income enabled by child care costs:	\$		
d.	Amount on Line 17.b. , not to exceed amount on Line 18.c.	\$		
19.a.	Family has any member(s) furthering education?			
b.	Child care costs enable member(s) to further education?			
20.	Child Care Expenses Deduction:	\$		
<ul style="list-style-type: none"> Where both Line 18.a. and Line 18.b. are "Yes", enter amount from Line 18.d. Where Line 18.a. is "No", but Lines 19.a. and 19.b. are "Yes", enter amount from Line 17.b. 				

4.a.	Child Care Expenses Deduction (ref. HUD-50058, line 8t.):	PHA: * \$	HUD: * \$
b.	Child Care Expenses Deduction accurately calculated; verified & documented by PHA?		

23.	Total Annual Income:	\$
24.	Total All Deductions:	\$

25.	TOTAL ADJUSTED INCOME = Line 23. minus Line 24.:	\$
		Yes No Unclear

6.a.	Total All Deductions (ref. HUD-50058, line 8x.):	PHA: * \$	HUD: * \$
b.	Total All Deductions accurately calculated; verified & documented by PHA?		

7.a.	TOTAL ADJUSTED INCOME (ref. HUD-50058, line 8y.):	PHA: * \$	HUD: * \$
b.	Total Adjusted Income accurately calculated; verified & documented by PHA?		

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

F. Family Rent and HAP – Section 8 HCV only**Total Tenant Payment (TTP)**

1.a.	Monthly Income (Annual Income ÷ 12):	\$	
b.	10% of Monthly Income (Line 1.a. X 0.10):	\$	
c.	Monthly Adjusted Income (Adjusted Income ÷ 12):	\$	
d.	30% of Monthly Adjusted Income (Line 1.c. X 0.30):	\$	
e.	Welfare Rent (if applicable):	\$	
f.	Minimum Rent:	\$	
g.	"Enhanced Voucher" Minimum Rent (if applicable):		
2.	TOTAL TENANT PAYMENT (TTP)	\$	

• Highest of Line 1.b., 1.d., 1.e., 1.f. or 1.g.

1.	TTP (ref. HUD-50058, line 9j. or 12r.):	PHA: * \$	HUD: * \$			
				Yes	No	Unclear
2.	TTP accurately calculated?					
3.a.	Family qualified for Minimum Rent financial hardship exemption? Verified & documented?					
b.	Minimum Rent TTP suspended for long-term hardship and reinstated for temporary hardship?					

Payment Standard**Recent Admission / Mover / Portability-In / Enhanced Voucher Family:**

3.	Payment Standard:	\$
----	-------------------	----

Reexamination Family:

			Yes	No	Unclear
4.	Current Payment Std. based on:	a. actual unit size: \$	b. subsidy std.: \$		
5.	Prior Payment Std. based on:	a. actual unit size: \$	b. subsidy std.: \$		
6.a.	Based on actual unit size – current Pay. Std. <i>increased</i> or <i>remained the same</i> over prior Pay. Std.?				
b.	If "Yes", record Current reexam Payment Std., based on actual unit size, from Line 4.a.	\$			
c.	If "No", record Prior reexam Payment Std., based on actual unit size, from Line 5.a.	\$			
7.a.	Based on subsidy std. – current Pay. Std. <i>increased</i> or <i>remained the same</i> over prior Pay. Std.?				
b.	If "Yes", record Current reexam Payment Std., based on subsidy std., from Line 4.b.	\$			
c.	If "No", record Prior reexam Payment Std., based on subsidy std., from Line 5.b.	\$			
8.	Payment Standard:	\$			

4.a	Payment Standard (ref. HUD-50058, line 12j.):	PHA: * \$	HUD: * \$			
				Yes	No	Unclear
b.	Correct Payment Standard used?					

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

C. Dwelling Unit / Utility Allowance

Utility	Type	Scheduled UA	Utility	Scheduled UA
Heating		\$	Trash	\$
Cooking		\$	Air Conditioning	\$
Water Heating		\$	Range	\$
Other Electric		\$	Refrigerator	\$
Water		\$	Other:	\$
Sewer		\$	Other:	\$
Total Utility Allowance for dwelling unit (if none, enter \$0):				\$

1.a. **Unit Address:** b. **No. of Bedrooms:**

3.a. Tenant family responsible for some or all utilities in unit?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. **Total Utility Allowance** (ref. HUD-50058, line 10e., 10r., 12m.):

PHA:	** \$	HUD:	** \$
------	-------	------	-------

c. Correct Utility Allowance used, computed accurately?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gross Rent and Total HAP

9. Rent to Owner: \$

10. Utility Allowance: \$

11. **Gross Rent (Line 9. + Line 10.):** \$

12.a. Payment Standard (Line 3. or Line 8.) minus TTP (Line 2.): \$

b. Gross Rent (Line 11.) minus TTP (Line 2.): \$

c. **Total Housing Assistance Payment (HAP) = Lowest of Line 12.a. or Line 12.b. :** \$

5. **Gross Rent** (ref. HUD-50058, line 12p.):

PHA:	* \$	HUD:	* \$
------	------	------	------

6. **Total HAP** (ref. HUD-50058, line 12s.):

PHA:	* \$	HUD:	* \$
------	------	------	------

7. Total HAP accurately calculated?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reexamination Family only:

8.a. Reexamination has resulted in HAP of zero (\$0) dollars?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. If "Yes", HAP contract remained in effect up to 6 months after reexam effective date?

Yes	No	Unclear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

Family Rent to Owner and HAP to Owner (Non-prorated)**Recent Admission / Mover / Portability-In Family:**

13.a.	40% of Monthly Adjusted Income (Line 1.c. x 0.40):	\$
b.	Total Family Share of Rent = (Line 11. minus Line 12.c.) <= Line 13.a.:	\$

Reexamination / Enhanced Voucher Family:

14.	Total Family Share of Rent = Line 11. minus Line 12.c.:	\$
-----	---	----

15.	HAP to Owner (Lowest of Line 9. or Line 12.c.):	\$
16.	Family Rent to Owner (Line 9. minus Line 15.):	\$
17.	Utility Reimbursement = Line 12.c. minus Line 15., not to exceed Line 10.:	\$

9.	Total Family Share of Rent (ref. HUD-50058, line 12t.):	PHA: * \$	HUD: * \$
10.	HAP to Owner (ref. HUD-50058, line 12u.):	PHA: * \$	HUD: * \$
11.	Family Rent to Owner (ref. HUD-50058, line 12v.):	PHA: * \$	HUD: * \$
12.	Utility Reimbursement (ref. HUD-50058, line 12w.):	PHA: * \$	HUD: * \$

		Yes	No	Unclear
13.	Family Rent to Owner and HAP (Non-prorated) accurately calculated by PHA?			
14.	HAP agrees with HAP register?			

Family Rent to Owner and HAP to Owner (Prorated)

18.	Total Non-prorated HAP (Line 12.c.):	\$
19.a.	Total Number of family members:	
b.	Number of family members eligible for prorated rent subsidy:	
20.	Total Prorated HAP = (Line 19.b. ÷ Line 19.a.) X Line 18.:	\$
21.	Prorated Family Share of Rent (Line 11. minus Line 20.):	\$
22.	Prorated Family Rent to Owner (Line 21. minus Line 10.):	\$
23.	Prorated HAP to Owner:	\$

- Line 9. minus Line 22., if Line 22. is positive
- Line 9., if Line 22. is negative

15.	Prorated Family Rent to Owner (ref. HUD-50058, line 12ai.):	PHA: * \$	HUD: * \$
16.	Prorated HAP to Owner (ref. HUD-50058, line 12aj.):	PHA: * \$	HUD: * \$

		Yes	No	Unclear
17.	Family Rent to Owner and HAP (Prorated) accurately calculated by PHA?			
18.	HAP agrees with HAP register?			

Comments:

Shaded cells represent information which may be cross-referenced with HUD-50058

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